

**DUTY STATEMENT**  
**STATE TREASURER'S OFFICE**  
**Division: CPCFA**

PART A	
<b>Position No: 345-002-5157-xxx</b>	<b>Date:</b>
<b>Class: Staff Services Analyst</b>	<b>Name: Vacant</b>
<p>Under the general supervision of the Treasury Program Manager I of the California Pollution Control Financing Authority (CPCFA), this position will perform the less complex technical and analytical duties for the Authority. <b>Travel is required.</b></p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
<b>40%</b>	<p>Assist with the analysis of the Capital Access Program (CalCAP) and other financing programs applications submitted by various participant lenders to ensure compliance with CalCAP and other financing programs statutory authority, regulations, and policies. Assist in the monitoring and compliance of enrolled loans and approved claims by conducting desk reviews and site visits. Analyze findings of desk reviews and site visits for Compliance Officer and management review. In the most difficult or sensitive cases, work with lenders and other sources to obtain additional information concerning loan terms, borrowers, and the purposes of the loans. Assist in developing, updating and maintaining various program reports, policies and procedures.</p>
<b>30%</b>	<p>Assist with the analysis of applications submitted by prospective lenders to ensure compliance with CalCAP and other financing programs statutory authority, regulations, and policies; obtain additional information about prospective participants from the applicants and from other sources, including other government agencies; arrange for meetings with new lenders to describe the program fully, to encourage activity under the program, and to train their loan personnel on the process of enrolling specific loans under the program.</p>
<b>25%</b>	<p>Assist with preparing and providing technical information for CPCFA professional staff, other State agencies, the Legislature, members of the investment community and bond rating agencies concerning the California Financing Authorities' various programs. Acts as liaison with state and federal agencies, CPCFA staff and others with respect to the Authority's various reporting requirements. Responsible for producing required reports and proofing them for accuracy; and assists the TPM I in supplying State and federal agencies or others with this information as needed.</p>
<b>05%</b>	<p>Other job-related duties as assigned.</p>
NON-ESSENTIAL FUNCTIONS	

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

<b>Position No: 345-002-5157-xxx</b>		<b>Date:</b>			
<b>Class: Staff Services Analyst</b>		<b>Name: Vacant</b>			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Review printed and handwritten material, reading computer screen.					X
<b>HEARING:</b> Answer inquiries and provide verbal information to agencies, communities, and public and private sector.					X
<b>SPEAKING:</b> Answer inquiries and provide verbal information to other employees, agencies, public and private sector.				X	
<b>WALKING:</b> Distribution of information and copying.				X	
<b>SITTING:</b> Sitting at desk for long periods of time.					X
<b>STANDING:</b> Xeroxing or faxing		X		X	
<b>BALANCING:</b>	X				
<b>CONCENTRATING:</b> Gathering financial/statistical information, preparing analytical reports and documents.					X
<b>COMPREHENSION:</b> Understanding financial and statistical information gathered from various sources.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to work independently and under the supervision of the TPM I					X
<b>LIFTING UP TO 10 LBS OCCASIONALLY:</b> Obtain files and documents.				X	
<b>LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:</b>	X				
<b>LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:</b>	X				
<b>FINGERING:</b> Use computer to enter data gathered, and dial telephone.					X
<b>REACHING:</b> Answering telephone and reach for supplies and paperwork.				X	
<b>CARRYING:</b> Carry documents and files.				X	
<b>CLIMBING:</b>	X				
<b>BENDING AT WAIST:</b>	X				
<b>KNEELING:</b>	X				
<b>PUSHING OR PULLING:</b>	X				
<b>HANDLING:</b> Sort and file paperwork.				X	
<b>DRIVING:</b>	X				
<b>OPERATING EQUIPMENT:</b> Computer, telephone, xerox machines, fax.				X	
<b>WORKING INDOORS:</b> Enclosed office environment					X
<b>WORKING OUTDOORS:</b>	X				
<b>WORKING IN CONFINED SPACE:</b> Enclosed office environment				X	X